

CONFIDENTIAL

CLASSIFY AS APPROPRIATE

*Chen***RECOMMENDATION FOR SPECIAL ACHIEVEMENT
OR EXCEPTIONAL ACCOMPLISHMENT AWARD**

NUMBER (Do not write in this space)

25X1

DATE OF SUBMISSION		NAME OF PERSON RECOMMENDED (last, first, middle initial)		SOCIAL SECURITY NUMBER			
24 May 1988		[REDACTED]		[REDACTED]			
POSITION TITLE		GRADE	CAREER SERVICE	DIRECTORATE/OFFICE/DIVISION			
Intelligence Assistant		GS-07	RF	DS&T/FBIS/AG/RS			
TYPE OF AWARD		RECOMMENDED AMOUNT		BASED ON			
SPECIAL ACHIEVEMENT		\$ 750.00		TANGIBLE SAVINGS \$			
EXCEPTIONAL ACCOMPLISHMENT				<table border="1"> <tr> <td>INTANGIBLE BENEFITS</td> <td>VALUE</td> </tr> <tr> <td></td> <td>EXTENT</td> </tr> </table>		INTANGIBLE BENEFITS	VALUE
INTANGIBLE BENEFITS	VALUE						
	EXTENT						
INCLUSIVE DATES FOR WHICH RECOMMENDED							
April 1987 - May 1988							

25X1

25X1

SUPPORTING NARRATIVE FOR RECOMMENDED AWARD AND SUBJECT OF AWARD

[REDACTED] GS-7/10 Intelligence Assistant, FBIS/Analysis Group/Research Staff, is recommended for a Sustained Superior Performance Award for her extraordinary contribution to Research Staff's mission during the past year. [REDACTED] received a QSI in May 1984.

25X1

25X1

Beginning in early 1987 and continuing until very recently, Research Staff was severely understaffed owing to the loss of more than half its employees before the FBIS move to Reston. While all of the remaining staffers have helped fill the void by devoting extra time and effort, [REDACTED] made an especially notable contribution.

25X1

She consistently took on as much extra work as she could handle, sometimes even more than she could realistically be expected to cope with. Working quietly and efficiently, she always managed to put forth just a little more effort to insure that at least all the jobs that had to be done immediately were taken care of. In addition to her full-time normal duty of preparing the Beijing commentary lists, she also helped with the inputting of China PASKEY data and the distribution and filing of JPRS and Daily Report microfiche. She was always willing to lend a hand no matter what the job.

During this period of transition [REDACTED] volunteered to tutor new employees. The one area where she has helped the most is in teaching new employees how to do the daily field and wire copy sorts, and that is not the small, uncomplicated job that it may seem on the surface. It means knowing precisely what areas are covered by each of AG's [REDACTED]. Because she was the most experienced and knowledgeable of the sorting process, she agreed to take on the task of teaching all the new people (the sorting job is shared by all). Here again, this meant that she had to take care of her own duties while trying to squeeze in all the extra work. (Continued)

25X1

25X1

☐ ADDITIONAL SHEET(S) ATTACHED

APPROVAL AND CONCURRENCE

TITLE AND SIGNATURE OF RECOMMENDING OFFICIAL		DATE
[REDACTED], Chief, Analysis Group		14/5/88
TITLE AND SIGNATURE OF OFFICE CHIEF, OFFICE DIRECTOR OR CAREER SERVICE HEAD		DATE
R. W. Manners, Director, FBIS		8 JUN 1988
CONCURRENCE OF DEPUTY DIRECTOR		DATE

25X1

25X1

RECOMMENDATION FOR SPECIAL ACHIEVEMENT
OR EXCEPTIONAL ACCOMPLISHMENT AWARD (CONTINUED)

[] is one of those rare employees who asks nothing and gives much. Organizations depend on the likes of [] to keep the machinery rolling. Many of her age, long years of service, and minimal career opportunity choose to simply put in their time and draw their paycheck. [] does not. She keeps right on giving more than 100% each day.

25X1

25X1

25X1

Analysis Group is very grateful to [] and we would like to show our gratitude for her dedication and selfless contribution by rewarding her monetarily. She cannot receive any further PSI's since she is at the maximum step, so we would suggest a Sustained Superior Performance Award with a remuneration of \$750.00

25X1

[]
[], Chief, Analysis Group

24/5/88
Date

25X1

25X1

[]

R. W. Manners, Director, FBIS

8 JUN 1988
Date

25X1

CONFIDENTIAL